

Tennessee Department of Labor & Workforce Development
Workers' Compensation Division

Memorandum

To: **EMPLOYERS, INSURANCE CARRIERS, THIRD PARTY ADJUSTERS, SELF INSURED
EMPLOYERS, AND ALL OTHER INTERESTED PARTIES**

From: **Michael E. Magill, Commissioner**

Date: **January 4, 2002**

Re: **FIRST REPORT OF WORK INJURY**

The Workers' Compensation Division has released a new version of the Tennessee First Report of Work Injury, [Form C20](#). The form has been modified to meet Occupational Safety and Health Administration (OSHA) requirements and the International Association of Industrial Accident Boards and Commissions (IAIABC) standards for Electronic Data Interchange (EDI).

OSHA REQUIREMENTS: The OSHA 200 log has been replaced with the OSHA 300 log. The OSHA 101 form has been replaced with the OSHA 301 "Injury and Illness Incident Report".

Historically, the "Tennessee First Report of Work Injury" (First Report) has been an allowable substitute for the OSHA 101 form. The First Report has been revised to meet the new OSHA requirements so that the substitution can continue. Use of the revised First Report will eliminate the need for filing the OSHA 301.

OSHA requires employers to maintain a copy of either the First Report or the OSHA 301 on site and available to Tennessee Occupational Safety and Health Administration (TOSHA) representatives.

WORKERS' COMPENSATION REQUIREMENTS: General Rule 0800-2-14-.03(1) requires an employer to report verbally or in writing all known or reported accidents to their workers' compensation insurance company within one working day of knowledge of injury.

ELECTRONIC DATA INTERCHANGE (EDI): The revised "Tennessee First Report of Work Injury" also meets the IAIABC standards for EDI and will be used as a manual form to report an injury in lieu of the electronic filing. Tennessee will begin piloting with a limited number of carriers in February 2002 and add other carriers as the process is refined. Additional information will be sent to workers' compensation insurance companies and Third Party Administrators regarding EDI.

TENNESSEE FIRST REPORT OF WORK INJURY, rev. 12-01 should be used immediately. Previous versions will be accepted until July 1, 2002. But remember, to meet the new OSHA requirements that became effective on January 1, 2002 the new version must be used.

For additional information, please contact the Workers' Compensation Administrator Sue Ann Head at (800) 332-2667 SueAnn.Head@state.tn.us or TOSHA Administrator John Winkler at (615)741-2395 John.Winkler@state.tn.us